

Professional and Managerial Branch
Water Utilities Administration Group
Professional Engineer Series

ENVIRONMENTAL COMPLIANCE MANAGER

12/97

Summary

Under general direction, manage and coordinate environmental compliance division operations through subordinate supervisors and promote Utility wide compliance with environmental regulations and laws.

Typical Duties

Plan, develop, organize and integrate environmental compliance activities. Involves: developing goals, objectives and budgets for centralized laboratory, industrial pretreatment, water reuse and similar programs; identifying environmental needs and developing strategies to meet these needs in the areas of facility compliance, environmental permitting, or similar environmental studies; assuring that approved analytical protocols and techniques are followed; assisting in preparing regulatory submittals for discharge permits, discharge violations, permit administrative orders or new permit requirements; monitoring industrial wastewater discharge compliance and representing utility in enforcement actions; directing completion of environmental information requests and providing guidance to operating divisions in meeting reporting requirements; presenting information to the public, businesses or regulatory representatives on Utility's environmental performance or strategies.

Supervise supervisory and nonsupervisory engineering, technical, administrative and clerical personnel. Involves: scheduling work to expedite flow and balance loads; assigning duties, and issuing written and oral instructions; checking work for service effectiveness, quality and quantity acceptability, and policy and procedural conformance; guiding subordinates to overcome difficulties encountered, correct errors and rectify complaints; appraising performance of direct reports and reviewing employee ratings by subordinate supervisors; coaching to motivate competency improvement and career advancement; arranging for or conducting internal orientation, job training, employee development activities; enforcing personnel rules and regulations, and conduct, courtesy, attendance, appearance and safety standards; maintaining harmony among employees, and resolving grievances; participating in interviewing and hiring applicants; recommending employee commendation, pay adjustment, transfer, discipline and termination and staffing level changes and job designs.

Perform other professional managerial duties as assigned. Involves: substituting for supervisor or subordinates during temporary absences to maintain continuity of operations.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Environmental, Sanitary, Chemical, or Civil Engineering or closely related field and eight(8) years of progressively responsible professional experience in a water or wastewater utility, including four (4) years in a supervisory capacity and four (4) years experience related to compliance with State and Federal regulations concerning water or wastewater service; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge: methods, practices and procedures utilized in the treatment of water or wastewater; design and construction of water or wastewater treatment plant facilities; Environmental Protection Agency standards and requirements concerning water and sewage treatment and quality control; administrative and managerial practices and procedures; safe working practices and procedures.

Ability to: train and supervise assigned personnel; read and comprehend common technical, financial and legal documents; apply established mathematical and statistical techniques to analyze data in practical situations; define problems dealing with several abstract and concrete variables; collect and interpret an extensive variety of technical data and instruction; draw valid conclusions and initiate action to recommend, initiate and direct ongoing utility environmental projects, establish and maintain effective working relationships with City officials, consultants, contractor, utilities, other agencies, civic organizations and the general public using diplomacy in complicated situations involving common engineering and management issues such as when responding to inquires or complaints, enforcing industrial pretreatment standards or federal and state environmental rules and regulations; express oneself clearly and concisely, both orally and in writing to analyze and persuasively explain complex technical and regulatory standard practices in reports, correspondence, speeches and discussions; maintain files and prepare reports.

Physical Requirements: Occasional mobility in a field environment; exposure to weather conditions and operation of a motor vehicle through City traffic.

Licenses and Certificates: Registration as a Professional Engineer in the State of Texas or professional registration in another state and have the ability to receive a Texas registration within one (1) year of date of hire; Texas Class "C" Driver's License or equivalent issued by another state.

Director of Personnel

Department Head

OFFICIAL